

*Holy Trinity School
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USE THIS FORM ONLY IF A STUDENT NEEDS TO TAKE MEDICATION AT SCHOOL.

PLEASE NOTE: THE COMPLETED MEDICATION REQUEST FORM IS TO ACCOMPANY ONLY MEDICATION SENT TO SCHOOL.

TO: All Parents/Guardians of Holy Trinity School students
FROM: Mrs. Radke, Principal

RE: Medication at school

Senate Bill 267 requires each board of education to adopt a policy on the administration to students of drugs prescribed by physicians and to limit the liability of board employees.

All medication should be given by the parent at home. However, if a student needs to take medication at school (prescription or over-the-counter), Holy Trinity shall follow these procedures:

1. The medication form must be filled out completely and signed and dated by the parent or guardian on all medication whether a prescription drug or an over-the-counter drug.
2. Prescription drugs: In addition to the above, the medication form must be signed and dated by the physician. If any changes are made (e.g. dosage), a new form must be completed, signed, and dated.
3. Any medication is to be delivered to the school in the container obtained from the pharmacy, clearly labeled with the child's name, physician's name, and directions for dispersing. You may wish to ask the pharmacist for duplicate containers.
4. The principal will designate who may dispense medication at school. All medication will be contained in a locked storage area.

